

Convalescent Leave

AGR Soldiers only

As a reminder to soldiers, supervisors, and commanders: when requesting convalescent leave it is imperative the request be submitted to the AGR Branch/HRO **before** the start of the convalescent leave. HRO may approve up to 30 days of leave. Requests for more than 30 days require NGB approval.

Please note, you may receive convalescent leave approval from a military doctor up to 30 days. A military hospital commander's approval is required for requests over 30 days. Please forward copies of the documentation to the AGR Branch.

When requesting convalescent leave please provide documentation from the civilian provider in SOAP format. The medical provider and their office will be familiar with this term. This format will give us the information we need to determine if convalescent leave should be granted. It is also useful in this format to submit a request to NGB.

Requests for convalescent leave for more than 30 days must be accompanied by a memorandum from their supervisor/commander. An example of the memo is shown below.

POC: MSgt Doug Roudybush
785-274-1164
Douglas.roudybush@ng.army.mil

KANSAS ARMY NATIONAL GUARD
UNIT NAME
UNIT ADDRESS
City, State Zip

UIC

4 October 2012

MEMORANDUM FOR NGKS-HRA-T, Attn: MSgt Doug Roudybush, 2800 SW Topeka Blvd, Topeka KS 66611

SUBJECT: Request for Convalescent Leave Beyond 30 Days – **Soldier's rank, name**

1. Request that [**soldier's rank and name**] be granted Convalescent leave for # days.
2. Soldier was injured on [**date**] with [**condition**] and cannot return to work. Doctor notes and medical documentation are attached to support this request.

3. Soldier has been made aware that if this request is not approved by the NGB Surgeon's Office, he/she will be charged for any additional time not in a duty status.

4. Point of contact for this memorandum is [**rank, name, phone #, and email**]

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